



STATE OF TENNESSEE
Tennessee State Board of Examiners
for
Land Surveyors
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1146
(615) 741-3611
Fax: (615) 741-5995

INFORMATION AND INSTRUCTIONS FOR COMPLAINTS

Enclosed is the complaint form of the Division of Regulatory Boards. ***BEFORE completing the form, please read the following carefully:***

1. The boards and commissions were created to enforce their respective state licensing laws. Their power and authority exists only within the area authorized by the Legislature. In order to protect the public welfare, only those who meet the requirements for licensure are licensed; furthermore, licensees who fail to follow the laws of the profession are subject to disciplinary action.
2. The boards and commissions do not have jurisdiction over unlicensed persons, and therefore cannot take disciplinary action against them. However, after an investigation, a board or commission can seek criminal prosecution through the District Attorney General or State Attorney General. An injunction can also be sought to prohibit further unlicensed activity.
3. ***The boards and commissions cannot recover or order the refund of any money or property to which you may be entitled.*** You should consult with your own attorney about a lawsuit for such matters. In certain instances, a judge can revoke or suspend the license of the person against whom you are complaining (the respondent).
4. If your complaint involves the professions of real estate (including time share and rental location agents), auctioneering or collection agencies, you have the option having your complaint notarized. ***IF YOUR COMPLAINT INVOLVES THE PROFESSION OF LAND SURVEYOR, YOU WILL NEED TO HAVE THE COMPLAINT NOTARIZED.*** If your complaint involves other professions, notarization will have no effect on the handling of the complaint, and therefore, it would not be necessary for you to have your complaint notarized before sending it to the Board office.
5. Upon receiving your complaint form, we will send a copy to the respondent asking for his/her response within 14 days.
6. The complaint and response will be reviewed, and if additional information is necessary, an investigation will be initiated. The legal staff will present the findings to the appropriate board, which has the sole authority to determine the appropriate action. You will be notified, in writing, of the Board's determination.